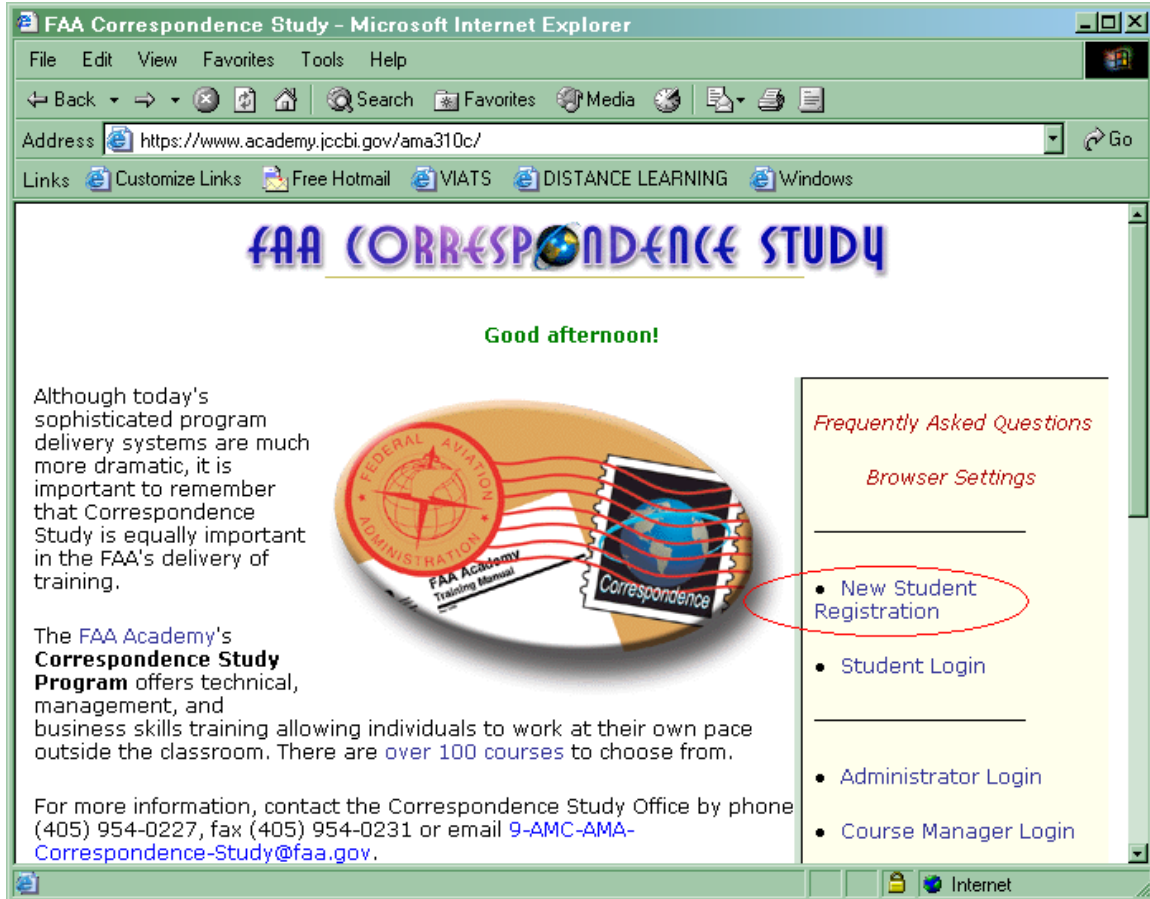


CORRESPONDENCE STUDY

MANUAL

Section 1: New Student Registration



There are (3) categories of students:

- **FAA Employees**
- **Non-FAA Employees**
- **International Students**

Students of all categories must complete the following required fields:

- First Name, Last Name, e-mail, password, position/title, mailing address, supervisor's name and email address.
- In addition, there are other required fields for:
 - FAA employees: SSN, FAA region, routing symbol, service, grade/rank.
 - Non-FAA employees: SSN, employer/sponsor.
 - International Students: employer/sponsor.

Before you begin...

FAA employees:

- You will be required to provide your supervisor or training manager's name and e-mail.
- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until it has been *approved by your supervisor*. (An e-mail will automatically be sent to your supervisor requesting approval).

Non-FAA employees:

- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until *payment* has been received. [Course & prices](#)

FAA contractor employees:

- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until payment has been received. A *waiver* of enrollment fee may be requested by your supervisor.

Continue

New Student Registration - Step 1



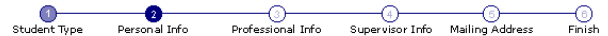
Where are you from?

Are you a:

- ☒ FAA Employee
☐ Non-FAA Employee (domestic)
☐ International Enrollee

Continue

New Student Registration - Step 2



All fields with * are required

Personal Information:

First Name:* John
Middle Initial:
Last Name:* Doe
Social Security No.* 000000000 (9 digits, no "-")
E-mail:* john.doe@faa.gov (this will be your login name)
FAA employees: the email address will probably be "FirstName.MiddleInitial.LastName@faa.gov".
Password:*
(4-8 letters or digits, case sensitive)
Confirm Password:*
(4-8 letters or digits, case sensitive)

New Student Registration - Step 3



All fields with * are required

Professional Information:

Educational Level: Occupational program-unfinished
Supervisory Level: ☒ Manager ☐ Supervisor ☐ Nonsupervisor
Service:* Flight Standards
Years of Service:
(numbers only)
FAA Region:* Mike Monroney Aeronautical Center (AMC)
Routing Symbol:* AMA-300
Grade/Rank:* GS-5
Position/Title:* Instructor

New Student Registration - Step 4



FAA employees: New course enrollment is NOT available until it is approved by your supervisor.

Non-FAA employees: This is optional. To skip this step, click "Continue".

All fields with * are required for FAA students

Supervisor Information:

Supervisor's First Name:* James
Supervisor's Last Name:* Smith
Supervisor's Email:* Jame.Smith@faa.gov
Hint: if your supervisor name is "John H Smith", then the email address will be "John.H.Smith@faa.gov".

New Student Registration - Step 5



All fields with * are required

Mailing Address:	
No Home address entered No Facility address entered please enter the complete mailing address for course materials.	
Attn:	John Doe
Address 1: *	123 Maint Street
Address 2:	
City: *	Oklahoma City
State/Province: *	OK
Zip/Postal Code: *	73105
Country: *	United States

New Student Registration - Step 6



Congratulations, John

You have successfully completed the registration process.

As a Correspondence Study student you now have online access to:

- Enroll in any FAA Correspondence Study course
- Submit tests and exams
- Check status of your enrollments and test/exam results
- Change/update your personal information

You will need your E-mail Address as **Login Name** and **Password** for future access.

Your Login Name is: **john.doe@faa.gov**

Your Password is: **john**

To **enroll** in a Correspondence Study course, you need to first **log in** to your account then select **"New Enrollment"**.

Non-FAA students could skip step 4: supervisor information.

International Students:

Online registration cannot be processed at this time.

Please contact FAA Academy Student Services at following:

FAA Academy Student Services

P.O. Box 25082

Oklahoma City, OK 73125

Tel: (405) 954-3923

A “Welcome” e-mail will be sent to each new student for future reference after successfully registered.

From: cs-study@shara.jccbi.gov | [Block Address](#) | [Add to Address Book](#)
To: <lee73125@yahoo.com>
Subject: Welcome to FAA Correspondence Study
Date: Mon, 20 Aug 2001 13:35:02 -0500

Hello, James:

Thank you for signing up with FAA Correspondence Study. Please save this mail for further reference:

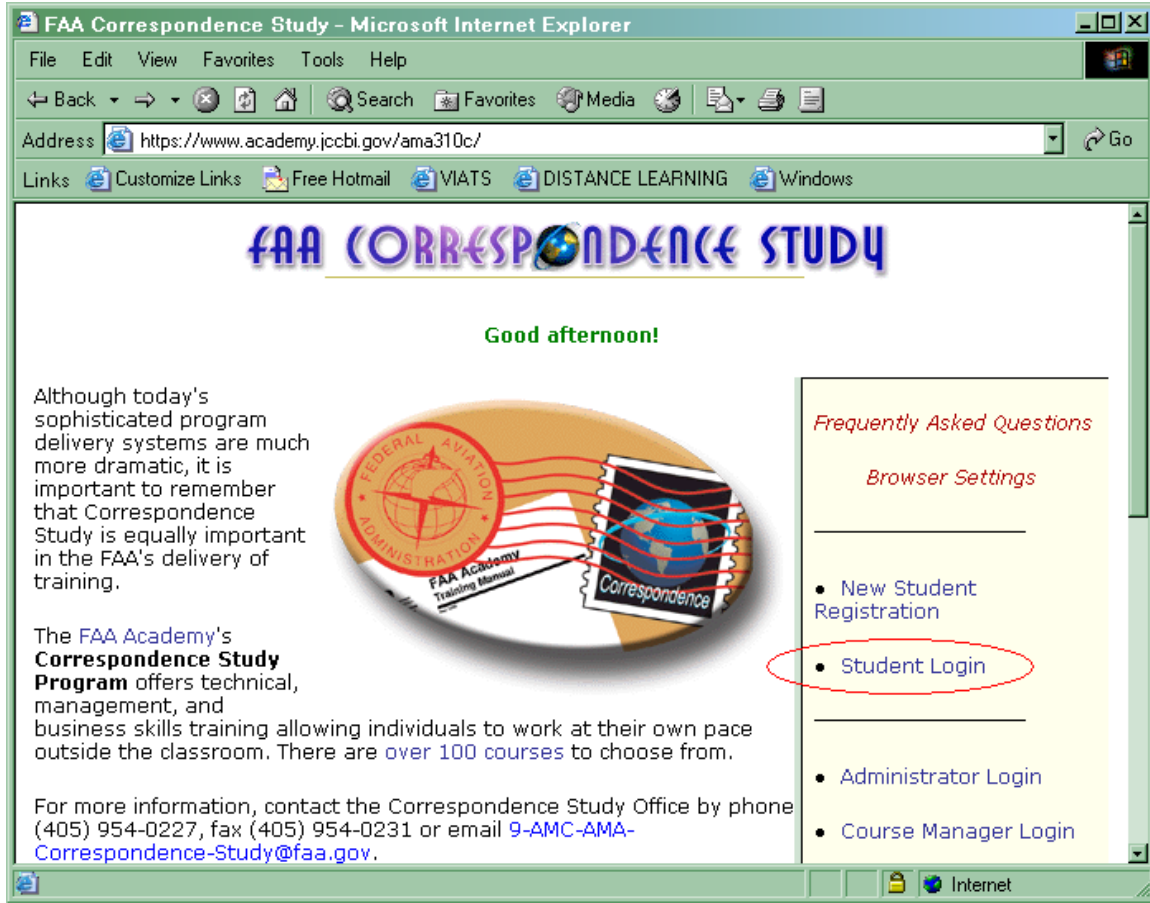
Your Login Name is: **lee73125@yahoo.com**
Your Password is: **9999**

If you have any questions about our services, we invite you to visit Correspondence Study at
www.academy.jccbi.gov/ama310c/

Once again, thank you for joining us.

Administrator

Section 2: Student Login



Login page:

The login page features the "FAA CORRESPONDENCE STUDY" logo at the top. Below the logo, the heading "Student Login" is centered. The login form consists of two input fields: "E-mail Address:*" and "Password:*" (with a note "(case sensitive)"). A "Login" button is positioned below the password field. Below the login button, there are links for "Forgot your password?" and "Problems logging in?". At the bottom, there is a link for "New student? Register now!" and a "HOME" button.

Login name and password:

- The student's login name is the same as their email address. If the student changes his/her email address, then he/she must log in using the new email address.
- The password is assigned by the student and must be 4-8 characters or numbers. No spaces or symbols are allowable. Students may change their password anytime when logged into their account.
- If a student forgets their password, they may use the "Get Password" function shown below.

The left screenshot shows the 'Student Login' page. It has a red error message 'Invalid Password' at the top. Below it is a form with fields for 'E-mail Address' (containing 'lee73125@yahoo.com') and 'Password' (with a 'Show sensitive' link). There is a 'Login' button and a link for 'Problems logging in? Forget your password?'. The right screenshot shows the 'Forgot your password?' page. It has a form with an 'E-mail Address' field (containing 'lee73125@yahoo.com') and a 'Get password' button. Both pages have a navigation bar at the top with links like 'Home', 'About', 'Contact', 'FAQs', 'Help', 'Privacy', 'Terms', 'Site Map', and 'Feedback'.

Password is sent to the e-mail address registered.

From: "FAA Correspondence Study" <cs-study@shara.jccbi.gov>
To: <lee73125@yahoo.com>
Subject: Password for Correspondence Study
Date: Tue, 21 Aug 2001 09:26:03 -0500

We received a password request for Correspondence Study on 8/21/01 9:26:03 AM.

Following is the information you need:

Login Name: **lee73125@yahoo.com**
Password: **9999**

To change your password, login in Correspondence Study at www.academy.jccbi.gov/lama310c/

Thank you for joining us.
Administrator

The following screens are displayed after successfully logging in as a student:



To enroll a new course, select “**New Enrollment**”.

To view all enrollments, submit an exam online, or check you exam grades, select “**Current Enrollments**”.

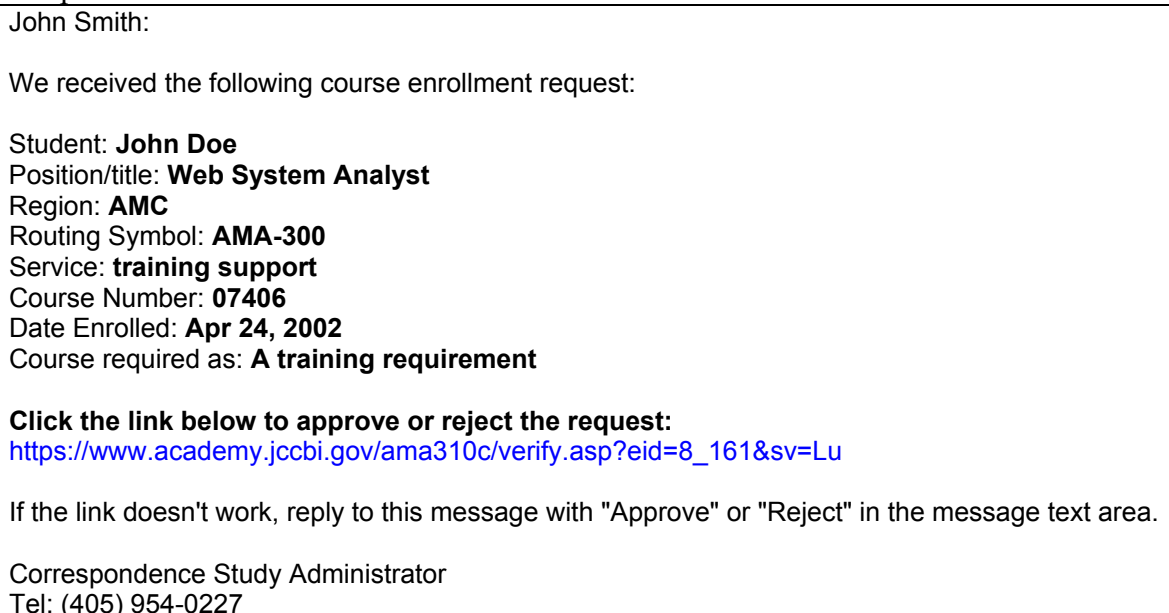
To update your personal information, professional information, select “**Edit Profile**”.

To update your supervisor’s information, select “**Update Supervisor**”.

To change the mailing address, select “**Update Mailing Addr**”.

To change the password, select “**Change Password**”.

After enroll in a new course, an email is sent to the supervisor for approval. Below is a sample:



There are 6 statuses of enrollments: NEW, APPROVED, REJECTED, COMPLETE, FAILED and WITHDRAWN.

If a NEW enrollment remains unverified for 6 months, it will be WITHDRAWN.

If there were no activity for 6 months after approval, the APPROVED enrollments will be “WITHDRAWN”.

Current Enrollments

ID	Course	Status	Enrolled	Verified	Ext.	Complete	Grade	Online Test	Final Exam
695	44115	APPROVED	02/20/02	02/25/02	--	--	Check	Submit	Request
909	14033	REJECTED	03/18/02	03/19/02	10/03/02	--	--	--	--
933	14600	APPROVED	03/19/02	03/19/02	--	--	Check	Submit	--
949	14010	APPROVED	03/19/02	03/19/02	--	--	Check	Submit	--
1677	12607	APPROVED	04/23/02	04/23/02	--	--	Check	Submit	Request
1697	07406	NEW	04/24/02	--	--	--	--	--	--
1833	44020	APPROVED	05/01/02	05/01/02	--	--	Check	Submit	Request

In addition to viewing detailed information of all enrollments, students are able to:

- 1) Search course information;
- 2) Submit test answers online;
- 3) Check test/exam grades;
- 4) Request final exam materials.

Click "Submit" to submit a exam.

Online Test

Course No: **14600** Student No: **5**
Student Name: **Lucy Lu**

Select the variation number: 857001

Please make sure that you have selected the right variation number.

Back Continue

Note: If you score 70 or above on this exam you will pass. If you fail, you are allowed one more try. The highest grade of both attempts will be used as the grade for this particular exam.

If there is more than one end of lesson exam, those scores will be averaged for your final grade.

If there is an end of course exam, the end of course exam is 80% of your final grade. Your end of lesson average will count as 20% of the final grade.

Answer Sheet

Course No: **14600** Student No: **5**
Variation No: **857001** Student Name: **Lucy Lu**

Microsoft Internet Explorer

Those answers are to be scored. Are you sure you want to submit them?

OK Cancel

	C	D
Question 1	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>
Question 3	<input type="radio"/>	<input type="radio"/>
Question 4	<input type="radio"/>	<input type="radio"/>
Question 5	<input type="radio"/>	<input type="radio"/>